

Keota CSD Keota EA

7/1/2005 6/30/2007

**MASTER CONTRACT**

**BETWEEN**

**KEOTA EDUCATION ASSOCIATION**

**AND**

**KEOTA COMMUNITY SCHOOL DISTRICT**

**FOR THE**

**2005-2007 SCHOOL YEAR**

**KEOTA, IOWA**

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## **MASTER CONTRACT**

THIS CONTRACT AND AGREEMENT, made and entered into this first day of July, 2005 by and between KEOTA COMMUNITY SCHOOL DISTRICT, hereinafter referred to as the District, and the KEOTA EDUCATION ASSOCIATION, hereinafter referred to as the Association.

WITNESSETH:

### **ARTICLE 1**

#### **PREAMBLE**

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement. It is agreed as follows:

## ARTICLE II

### GRIEVANCE PROCEDURE

**Section 1.** A grievance shall mean only a complaint that there has been an alleged violation, misrepresentation or misapplication of any of the specific provisions of this Agreement.

- Section 2.**
- a. Every member of the bargaining unit covered by this Agreement shall have the right to present grievances in accordance with these procedures, and more than one (1) member of the bargaining unit with the same grievance may join in the grievance.
  - b. The failure of a member of the bargaining unit (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
  - c. It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher or of the teaching staff.

- Section 3.**
- a. **First Step**  
An attempt shall be made to resolve any grievance in verbal discussion between complainant and his/her principal.
  - b. **Second Step**  
If the grievance cannot be resolved verbally, the aggrieved party shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievance, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within twenty (20) school days from the date of occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance with reason therefore and communicate it in writing to the party and the Superintendent within five (5) school days after receipt of the grievance.

b. **Third Step**

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved party shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and Superintendent or his/her designee shall meet to resolve the grievance. Either party may call witnesses in support of their position. The Superintendent or his/her designee shall file a decision with reasons therefore within ten (10) school days of the third step grievance meeting and communicate it in writing to the teacher and the principal.

d. **Fourth Step**

If the grievance is not resolved satisfactorily at Step Three, there shall be available a fourth step of impartial binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving party to the Superintendent within twenty (20) school days from receipt of the Step Three answer to enter into such arbitration. The arbitration proceeding shall be conducted by an Arbitrator to be selected by the two (2) parties within five (5) school days after said notice is given. If the two (2) parties fail to reach agreement on the Arbitrator within five (5) school days, the Public Employment Relations Board (PERB) will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one (1) name at a time from the panel until only one (1) shall remain. The remaining name shall be the Arbitrator. The decision of the Arbitrator shall be final and binding on both parties.

Expenses for the Arbitrator's services shall be borne equally by the School District and the Association. The Arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the School District and the Association and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement and nothing may be submitted to arbitration that has not previously been submitted.

**Section 4.**

If the Association or any employee files any claim or complaint in any form other than under the grievance procedure of this Agreement, then the School District shall not be required to process the same claim or set of facts through the grievance procedure.

- Section 5.** An aggrieved person may be represented at all stages of the grievance procedure by himself/herself and/or, at his/her option, by the representative of the Association, and likewise, the principal may have another member of the administration and/or a representative present at all stages.
- Section 6.** In the event that arbitration takes place within school hours, the person or persons involved shall be released from school duties to participate in arbitration proceedings without loss in pay.
- Section 7.** All documents, communications, and records dealing with the processing of grievance shall be filed separately from the personnel files of the participants.

## ARTICLE III

### LEAVE

#### Section 1. Sick Leave (with full pay)

Each employee shall be entitled leave of absence for personal illness or injury with full pay in the following minimum amounts:

1 <sup>st</sup> year of employment.....	10 days
2 <sup>nd</sup> year of employment.....	11 days
3 <sup>rd</sup> year of employment.....	12 days
4 <sup>th</sup> year of employment.....	13 days
5 <sup>th</sup> year of employment.....	14 days
6 <sup>th</sup> and subsequent years of employment.....	15 days

The above amounts shall apply only to consecutive years of employment in this school district, except as prescribed in Article VI, Section 8, and unused portions shall be accumulated to a total of one hundred twenty (120) days. Each year the employee shall be given a written accounting of the accumulated sick leave during the first quarter of each school year. Protest of common errors and/or omissions from the list must be made to the District within thirty (30) calendar days from the date of notification on payroll check information stub. Any appointment which is necessary for the good health of an employee and which cannot be carried out after school hours, during vacation or on Saturday shall be classified as sick leave but shall require advance notice to the District.

Employees that have accumulated 120 sick days are allowed to use sick leave from the 15 day annual allotment before using days from the 120 accumulated sick days provided, however, no more than 120 consecutive days may be used in one school year.

#### Section 2. Personal Leave (with full pay)

At the beginning of every school year, each employee shall be credited with two (2) days personal leave to be used for the employee's personal business. An employee planning to use a personal leave day or days shall notify his/her principal at least one (1) day in advance, except in case of emergency. Personal leave shall be used in no smaller increments than half (1/2) days if a substitute teacher must be provided, and shall be without pay if the employee is paid by any other District, corporation, or individual for services performed during said personal leave. Personal leave days may not be used before or after holidays.

At the end of the school year, any unused personal leave days shall be cashed out at the current substitute pay rate or carried over to accumulate to a maximum of four.



**Section 3. Professional Leave (with full pay)**

Each employee shall be credited with one (1) day professional leave to be used by said employee for professional education improvement, advancement and continuing education, upon application to the building principal and approval of the Superintendent.

**Section 4. Extended Leave (without pay)**

Extended leave may be granted to an employee for good cause on application to the District.

**Section 5. Bereavement Leave (with full pay)**

Each employee shall be credited with up to five (5) days bereavement leave in the event of each death in the employee's immediate family. The term "immediate family" shall be defined as follows: spouse, parent, child, step child. Each employee shall be credited with up to four (4) days bereavement leave in the event of each death of a sister, brother, grandparent, grandchild, daughter in law, son in law, brother in law, or sister in law. Each employee shall be credited with one (1) day of bereavement leave in the event of each death of an aunt, uncle, niece, or nephew. The family of the spouse shall mean the same as family of the employee.

**Section 6. Association Leave**

Up to four (4) person days with pay shall be available to the Association for representatives of the Association to attend conferences, conventions or other activities of the local, State or National affiliated organizations.

**Section 7. Family Sick Leave**

Each employee may use four (4) days of sick leave for illness in the immediate family. Such leave shall be available and administered in the same manner as sick leave.

**Section 8. Family Medical Leave**

Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act. No provision of the Act is diminished by the inclusion of this provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

**Section 9. Adoption Leave**

When an employee is adopting a child five years of age or less the Superintendent will allow two days of paid leave from accumulated sick leave. The Superintendent may allow additional days in his/her sole discretion.

## **ARTICLE IV**

### **PAYROLL DEDUCTIONS**

The District shall, on written authorization from the employee, deduct from the salary of any employee and make appropriate remittances thereof for annuities, insurance or the regular monthly Association dues of its employees provided said deduction is approved by the Association and the employee. Deductions for any other purpose should be approved by the Superintendent and the employee. Association dues may, however, be deducted over nine (9) months if requested by the Association.

The Association agrees to indemnify and hold harmless the Board, each individual Board member, Board employees, and all administrators against any and all claims, cost, suits, or other form of liability and all court costs arising out of the application of the provisions in the agreement between the parties for all said deduction(s).

## **ARTICLE V**

### **INSURANCE**

**Section 1.** Each employee shall receive the sum of four hundred fifty, \$450.00 per month to be used towards health, dental, long-term disability insurance, or a tax sheltered annuity. (Assuming the District can obtain an insurance carrier and subject to the carrier's requirements.) All insurance benefits shall begin on the first (1<sup>st</sup>) day of work for new employees. Employees who cease employment with the District will have these coverages continued until the first (1<sup>st</sup>) day of work of the following year unless voluntarily terminated by the employee.

**Section 2.** Employees on extended leave may pay the cost of their insurance and remain covered.

## ARTICLE VI

### BASIC EMPLOYMENT CONDITIONS

#### Section 1. School Work Year

- a. The school work year shall be one hundred ninety-one (191) days, and the length of the day shall be from 8:00 A.M. to 4:00 P.M. However, a teacher may, on application to the building principal, be granted permission for good cause shown to deviate from the above.
- b. Present practices relative to noon duties shall be maintained, when teachers are assigned to noon duties, schedules shall be arranged to allow each assigned teacher relief time of thirty (30) minutes to have a meal.
- c. Part-time teachers shall be provided preparation time pursuant to their employment using a six (6) period standard as the basis; and, in addition, proportionate preparation time equal to the time before and after the school day of the full-time teacher.

#### Section 2. Board Policy

The District shall notify the Association of any proposed changes in Board Policy at least five (5) school days prior to the meeting at which it is proposed to make the change in policy, and the Association shall have the right to address the Board prior to consideration of the proposed policy change. The decision of the Board as to Board policy shall be final.

#### Section 3. Transfers

Voluntary transfers and involuntary transfers, hereinafter specified, shall not apply to extra-curricular or extra duty assignments and shall apply to change in grades and subject assignments or transfer to another building.

#### Section 4. Voluntary Transfers

Employees who desire to transfer may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which the employee desires to be transferred, in order of preference. Such request for transfer and reassignments for the following year shall be submitted not later than April 15 each year, and the member of the bargaining unit shall be notified and consultation shall be had prior to contract issuance.

The determination as to voluntary transfers shall be made on the basis of seniority, certification, and academic preparation. The Superintendent shall post in each school and deliver to the Association a system-wide list of all employees who have resigned or transferred within five (5) days after such information has been made known.

**Section 5.****Involuntary Transfers**

Involuntary transfers shall be on the basis of seniority, certification, and academic preparation and shall not be made for arbitrary or capricious reasons, and only after consultation with the member of the bargaining unit who shall be furnished the written reasons and notification to the Association. Should any grievance ever be pursued to arbitration under this provision, the Arbitrator shall not have authority to order any remedy unless he/she finds that there was arbitrary or capricious rationale for the transfer.

Employees being involuntarily transferred from their present positions shall have preference over those seeking voluntary transfers, in regard to choice among those positions which are vacant.

**Section 6.****Seniority**

Seniority will be determined by the number of years in the Keota Community School District; and where a teacher has been employed in this system, left and returned, the number of years will be determined by counting all uninterrupted years in this system up to four (4), plus the most recent four (4) years continuous experience, and shall not be retroactive. A teacher laid off for staff reduction shall not lose seniority for one (1) year for purposes of re-employment only.

**Section 7.****Reduction in Staff**

Staff reduction will be based on seniority, certification, evaluation, academic preparation, and extra duty assignments; and all other things being equal, seniority shall prevail. If re-employed within one (1) year of staff reduction, they shall retain sick leave and other benefits accrued prior to lay-off. An employee reduced shall have the right to recall not to exceed one (1) year.

**Section 8.****School Calendar**

The Association and its members shall be notified in advance of the presentation to the District of the proposed school calendar. The decision of the District on the school calendar shall be final. The adopted school calendar shall be furnished to the Association and its members, and the Association should have the right to appear before the District Board and make a presentation in regard to the proposed calendar.

## ARTICLE VII

### WAGES AND SALARIES

**Section 1.** The salary of each employee shall be as determined on the salary schedule attached hereto and by this reference made a part hereof, except that increments voluntarily forfeited prior to this contract are permanently forfeited.

**Section 2.** **Educational Requirements**

Certified employees without a degree shall earn six (6) semester hours every three (3) years. Certified employees with a degree shall be required to meet the requirements of continued education as specified by the State Department of Public Instruction. Any employee not complying with the above shall have their salary frozen until the year following compliance.

**Section 3.** **Credit for Experience**

Each new employee shall receive full credit up to and including the fifth (5<sup>th</sup>) year of any salary level of the employees salary schedule for previous outside teaching experience in a duly accredited school upon initial employment within the last eight (8) years of teaching. The employee may (at the discretion of the Board) also receive more than five (5) and up to and including ten (10) years credit on the employees salary schedule for previous outside teaching experience or other experience.

**Section 4.** **Increments**

Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum is reached. A year of service consists of employment in the Keota Community School District for more than one hundred (100) teaching days in one (1) school year. Increments previously forfeited are permanently forfeited.

**Section 5.** **Educational Lanes**

Employees on the regular salary schedule who move from one (1) educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. Evidence of additional educational credit must be filed with the Superintendent no later than five (5) days after the beginning of the second (2<sup>nd</sup>) year. Hours beyond the B.A. will be granted with the following guidelines:

- a. Any graduate course taken to prepare for a current teaching or coaching assignment from July 1, 1983 forward.
- b. Any course taken to prepare for a new assignment or assignment change from July 1, 1983 forward.

The Superintendent may approve any hours other than the above at his/her discretion.

A B.A. plus twenty four (24) educational attainment must be accompanied by a degree plan in the area of the teaching assignment, and a teacher may not move more than one (1) vertical step in any one (1) year.

Effective 7-1-98, the above requirement of a degree plan in the area of teaching assignment will not be required for courses taken after the end of the 1997-98 school year for BA+24 lane placement. However, for MA lane placement the degree must be in the area of teaching assignment except that an MA in Education or Administration will be allowed. The Superintendent may make other exceptions in his/her sole discretion.

Elongation of each lane of the salary schedule shall recognize experience by a four percent (4%) step at the sixteenth (16<sup>th</sup>) year, four percent (4%) step at the twentieth (20<sup>th</sup>) year and four percent (4%) step at the twenty fifth (25<sup>th</sup>) year on the schedule.

**Section 6.            Qualification for Position**

Qualification for any position shall be determined through certification.

**Section 7.            Family Benefits**

Full-time certificated employees, their spouses, and their children shall be given free admission to all school events.

**Section 8.            Payday**

Payday shall be the first (1<sup>st</sup>) day of the month beginning September 1, 2005. Each employee will have his/her paycheck direct deposited in the financial institution of his/her choice. If the first falls on a week-end or a holiday, payday will be the last banking day of the preceding month. Payday for July and August will be paid by direct deposit on or before June 30.

**Section 9.            Extra Duties**

Employees may be assigned from three (3) to five (5) extra duties during the school year. These duties (and others assigned) shall be paid at a rate of twenty dollars (\$20.00) per event: ticket taking, line judging, scouting, keeping clocks and scoreboards, working at cross country and track meets, supervising dances, working at junior class chili supper, working at Homecoming events, Honors Tea, Open House, Parents' Night, Parents' Meeting, and elementary concerts.

**Section 10.**

**New Professional Mentoring and Induction Program**

- A. The District shall provide a mentoring and induction program for new professionals. A new professional is defined as any licensed individual in the first or second year of teaching at the District. New professionals must participate in the new professional mentoring and induction program unless the new professional has already participated in a mentoring and induction program at another Iowa school district.
- B. An instructional mentor shall be defined as a licensed teacher or retired teacher who has been trained to provide assistance to a new professional in the District's new professional mentoring and induction program.
  - 1. All employees shall be notified by the building principal and given an opportunity to apply to be an instructional mentor. An instructional mentor shall receive \$500.00 per semester for performing the duties of a mentoring and induction program for each new professional. An instructional mentor may mentor more than one new professional and shall be paid \$500.00 per semester for each new professional mentored.
  - 2. Training and required District mentoring meetings shall be attended by the instructional mentor and the new professional. The mentor and new professional shall be entitled to use a District vehicle to travel, if required, to meetings or training sessions under the District's mentoring and induction program. If a vehicle is not available, or if the use of a school vehicle is impractical, then the building principal may authorize the employee to use his or her personal vehicle and mileage will be paid at the approved rate established by the Board for out of District travel. Related expenses will be reimbursed as provided by Board policy.
  - 3. Training and required mentoring meetings outside the regular work day for a new professional shall be a professional obligation of the new professional to attend, without additional compensation. Mileage and related expenses will be reimbursed in the same manner as provided for instructional mentors.
  - 4. The District intends to adopt a model comprehensive evaluation program when developed by the Department of Education.
  - 5. All professional assistance and interaction between the instructional mentor and the new professional shall be confidential except that informal conversations can occur between the building principal and the instructional mentor for the purposes of confirming the building principal's impressions of the new professional.
  - 6. Mentoring assistance and the induction plan activities shall not be used in evaluating a new professional.



7. Instructional mentors shall not provide data or testimony in job renewal, termination, arbitration or licensure proceedings.

8. An instructional mentor may participate in an informal evaluation of a new professional as requested by the building principal, but the comments may only be used to validate or confirm observations of the building principal.

C. If a mentor or a new professional experiences difficulty in the mentor and induction program relationship between the mentor and the new professional, then the mentor or the new professional may request that a new mentor be assigned. The building principal will endeavor to fulfill such request within two weeks of the request. The \$500.00 in fee paid to the mentor shall be prorated between mentors on a per day basis in dividing the mentor fee.

## ARTICLE VIII

### EVALUATION PROCEDURES

#### Section 1.

##### Rationale for appraisal and supervision

- a. To help students learn.
- b. To maintain and improve teacher effectiveness.
- c. To promote and encourage professional growth.
- d. To make supervisors and teachers aware of common needs and expectations.
- e. To show evidence of fulfilling state requirements.

#### Section 2.

##### The Evaluation Procedure

The evaluation procedure for Keota Community School District teachers will follow a three-step cycle. All teachers will enter the cycle steps according to years of experience and placement by the administration. New teachers (not in the mentoring program) hired by the district will automatically be placed at the administrator's discretion. Teachers will rotate through the cycle in successive order.

##### **Step 1: Beginning teachers: (In the mentoring program)**

Beginning teachers will be at Step 1 for two years. A formative evaluation will be done at the end of the first year. The portfolio and a comprehensive evaluation will be completed at the end of the second year. Teachers may select either Portfolio Option 1 or Option 2.

**Portfolios: Option 1:** The portfolio may be turned in by April 1. A comprehensive evaluation and conference will be completed by the end of the school year.

**Option 2:** The portfolio may be turned in by the end of the school year. A comprehensive evaluation and conference will be completed by the end of the administrator's contract year. (See accompanying "Portfolio Guidelines" for format.)

**Observations:** A first semester observation will be followed by a conference with the evaluator. If necessary, a second semester observation may be done, followed by a conference with the evaluator. Walk-through observations may be done throughout the school year. Teachers may choose to complete the optional Pre-Observation Form and give it to the evaluator. Comprehensive evaluations will be included in the teacher's personnel file. Recommendations for licensure will be made to the Iowa Department of Education upon successful completion of the evaluation.

##### **Step 1: Career teachers:**

A comprehensive evaluation and the portfolio will be completed by the end of the school year. Teachers may select either Portfolio Option 1 or Option 2.

**Portfolios: Option 1:** The portfolio may be turned in by April 1. Comprehensive evaluation and conference will be completed by the end of the school year.

**Option 2:** The portfolio may be turned in by the end of the school year. A comprehensive evaluation and conference will be completed by the end of the administrator's contract year. (See accompanying "Portfolio Guidelines" for format.)

**Observations:** An observation will be followed by a conference with the evaluator. If necessary, a second observation may be done, followed by a conference with the evaluator. Walk-through observations may be done throughout the school year. Teachers may choose to complete the optional Pre-Observation Form and give it to the evaluator. Comprehensive evaluations will be included in the teacher's personnel file.

**Steps 2 and 3:** The Individual Career Development Plan will be turned into the evaluator and approved by September 30. Forms will be included in teacher's personnel file. Year-end performance review of plan to be completed by the teacher and turned in for review by the evaluator. Forms to be included in the teacher's personnel file. Walk-through classroom observations may be done to assess progress of plan.

**Supportive Assistance:** The evaluator will meet with the teacher to design an individualized assistance plan as soon as concerns arise. Progress forms will be completed by the teacher and evaluator in a timely manner as determined by both parties in the assistance plan. Final summary form will be completed by the teacher and evaluator as determined by the assistance plan.

**Section 3: Notification of comprehensive evaluation**

Teachers shall be notified of formal observations prior to the evaluator's visitation. Walk-through observations may occur unannounced.

**Section 4: Evaluation conferences**

All formative and comprehensive evaluation observations shall be followed by a conference within ten (10) working days. The optional response shall be made within ten (10) working days of the conference.

**Section 5: Grievance of evaluation**

Evaluations shall be fair and accurate. An evaluation may be challenged through the grievance procedure if arbitrary or capricious and if the evaluation is a basis for denial of any salary or fringe benefit or is the basis for altering an employee's status with the employer.

**Section 6: Written complaints**

If a complaint written by an administrator is placed in an employee's personnel file, a copy shall be promptly given to the employee. The employee shall have ten (10) working days from the receipt of the copy to make a written response which shall also be placed in the file.

**Keota Community School District  
Teacher Portfolio Guidelines**

A portfolio will be required to show evidence of competency in the eight Iowa Teaching Standards and forty-two (42) criteria. It should be placed in a binder containing the following components:

- A minimum of one artifact for each criteria.
- A summary statement by the teacher for each artifact will explain how it meets that criteria.
- Some artifacts may be used for more than one criteria. If used for more than one, make multiple copies and place with each applicable criteria.
- Artifacts may be photographs, lesson plans, student work, parent memos, notes from observations, etc.

# COMPREHENSIVE EVALUATION SUMMATIVE EVALUATION FORM

Teacher; \_\_\_\_\_

Folder #: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Folder #: \_\_\_\_\_

School Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Subjects: \_\_\_\_\_ Year: 1 2 3

**Directions:**

In the narrative under each standard, the evaluator should incorporate and address each criterion.

**1. DEMONSTRATES ABILITY TO ENHANCE ACADEMIC PERFORMANCE AND SUPPORT FOR AND IMPLEMENTATION OF THE SCHOOL DISTRICT'S STUDENT ACHIEVEMENT GOALS.**

The teacher:

- a. Provides evidence of student learning to students, families, and staff.
- b. Implements strategies supporting student, building, and district goals.
- c. Uses student performance data as a guide for decision making.
- d. Accepts and demonstrates responsibility for creating a classroom culture that supports the learning of every student.
- e. Creates an environment of mutual respect, rapport, and fairness.
- f. Participates in and contributes to a school culture that focuses on improved student learning
- g. Communicates with students, families, colleagues, and communities effectively and accurately.

[illegible]

**Additional documentation/artifacts applicable to this standard are attached as Appendix A-1.**

The teacher:

- [illegible]

18

The teacher:

- [illegible]

19

The teacher:

- [illegible]

20

The teacher:

- [illegible]

21





The teacher:

- [illegible]

23

**8. FULFILLS PROFESSIONAL RESPONSIBILITIES ESTABLISHED BY THE SCHOOL DISTRICT.**

The teacher:

- a. Adheres to board policies, district procedures, and contractual obligations.
- b. Demonstrates professional and ethical conduct as defined by state law and individual district policy.
- c. Contributes to efforts to achieve district and building goals.
- d. Demonstrates an understanding of and respect for all learners and staff.
- e. Collaborates with students, families, colleagues, and communities to enhance student learning.

<b>Evidence to support attainment of or failure to meet standard:</b> _____	
	<b>Circle one:</b>
	Meets Standard
	Does Not meet Standard

**Additional documentation/artifacts applicable to this standard are attached as Appendix A-8.**

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\_\_\_The teacher is a first year beginning teacher.

\_\_\_The teacher meets or exceeds all eight Iowa Teaching Standards and is recommended for a standard license.

\_\_\_The teacher fails to meet the Iowa Teaching Standards.

\_\_\_The teacher is being recommended for a third year before a license decision is made.\*

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*The district must contact the Board of Educational Examiners to extend the provisional license for a third year. There will be a form provided by the Board of Educational Examiners for the evaluator to use to communicate the decision made on each 2<sup>nd</sup> year teacher. This form will be available in the spring of 2003.

**KEOTA COMMUNITY SCHOOL DISTRICT**  
**FORMATIVE EVALUATION OF TEACHING RESPONSIBILITIES**

Name \_\_\_\_\_

Assignment \_\_\_\_\_

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_ response attached    \_\_\_\_ no response

*Signature indicates that you received a copy of  
this evaluation, not necessarily an agreement of  
contents.*

Name \_\_\_\_\_ Evaluator \_\_\_\_\_

Date of Pre-Conference \_\_\_\_\_ Date/Time of Observation \_\_\_\_\_

Grade Level/Curriculum Area Observed \_\_\_\_\_

- 26

**Keota Community School District  
Observation Form**

Name \_\_\_\_\_

Evaluator \_\_\_\_\_

Date/Time of Observation \_\_\_\_\_

Grade Level/Curriculum Area Observed \_\_\_\_\_

**Notes and Observations**

**KEOTA COMMUNITY SCHOOL DISTRICT  
PLAN OF ASSISTANCE FORM**

Teacher \_\_\_\_\_

Date \_\_\_\_\_

Specific concerns related to the following Iowa Teaching Standards:

Plan (Methods/Strategies):

Proposed Timeline:

Indicators of Progress:

Resources/Support Needed:

Next Meeting Date:

Teacher Signature and Date: \_\_\_\_\_

Administrator Signature and Date: \_\_\_\_\_

**KEOTA COMMUNITY SCHOOL DISTRICT  
PLAN OF ASSISTANCE PROGRESS FORM**

Teacher\_\_\_\_\_

Date\_\_\_\_\_

Plan (Methods/Strategies used to date):

Indicators of Progress for identified Iowa Teaching Strategies:

Resources/Support Utilized to Date:

Concerns:

Next Meeting Date:

Teacher Signature and Date:\_\_\_\_\_

Administrator Signature and Date:\_\_\_\_\_



**KEOTA COMMUNITY SCHOOL DISTRICT  
PLAN OF ASSISTANCE FINAL SUMMARY FORM**

Teacher \_\_\_\_\_

Date \_\_\_\_\_

Meeting Dates \_\_\_\_\_

Plan Outcomes:

Iowa Teaching Standards not met:

Future Considerations:

Teacher's Comments:

Evaluator's Comments:

Evaluator's Recommendation:

\_\_\_\_\_ Concern Resolved

\_\_\_\_\_ Progress Noted, Extend Assistance Timeline

\_\_\_\_\_ Concerns Not Resolved, No Progress Noted, Recommend Non-Renewal of Contract

Teacher Signature and Date: \_\_\_\_\_

Evaluator Signature and Date: \_\_\_\_\_

**Keota Community School District  
Individual Career Development Plan**

Teacher Name \_\_\_\_\_ Building \_\_\_\_\_ Date \_\_\_\_\_

Names of Other Teachers Involved:

General Focus of the Plan:

Specific Goal(s) written in a manner that allows for progress to be noted:

Rational for the Plan:

Check the Iowa Teaching Standard that are addressed in this plan:

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Enhance Student Achievement | <input type="checkbox"/> 5. Monitoring Student Learning   |
| <input type="checkbox"/> 2. Content Knowledge           | <input type="checkbox"/> 6. Classroom Management          |
| <input type="checkbox"/> 3. Planning and Preparation    | <input type="checkbox"/> 7. Professional Growth           |
| <input type="checkbox"/> 4. Instructional Strategies    | <input type="checkbox"/> 8. Professional Responsibilities |

Action Plan With Timeline:

Resources Needed to Implement the Plan:

Expected Learning from the Plan:

Teacher Signature and Date:

\_\_\_\_\_

Evaluator Signature and Date:

\_\_\_\_\_

Copy to be placed in personnel file.

**Keota Community School District  
Performance Review Report  
Individual Career Development Plan**

Teacher Name: \_\_\_\_\_

Building: \_\_\_\_\_

Date: \_\_\_\_\_

What are the results, outcomes and/or products of the plan?

What has been learned as a result of this plan?

As a result of this experience, what might be the focus of the next career development plan?

Teacher comments and reflections:

Administrator comments and reflections:

Teacher signature and Date:

\_\_\_\_\_

Evaluator Signature and Date:

\_\_\_\_\_

Copy to be placed in personnel file.

## **COACHES EVALUATION CRITERIA**

### **A. COACHING PERFORMANCE**

- Promotes sportsmanship at events and practices
- Displays good team preparation in areas of team mechanics, physical conditioning, and fundamentals
- Demonstrates knowledge of sport and abides by rules of sport
- Demonstrates proper care of injuries and injury prevention
- Respects others and conducts self satisfactorily on bench or sidelines
- Deals with students in sensitive manner
- Cooperates with other coaches
- Cooperates with other activities in sharing students
- Maintains a professional relationship with athletes
- Is positive when encouraging or criticizing players
- Establishes and maintains consistent discipline

### **B. CLERICAL AND PROPERTY RESPONSIBILITIES**

- Completes record book at end of season
- Is punctual and responsible with inventory and other duties
- Cooperates in developing equipment needs and program information, etc.
- Maintains building security
- School property and sports equipment are properly handled

### **C. PROFESSIONAL RESPONSIBILITIES AND PUBLIC RELATIONS**

- Accepts recommendations and suggestions from supervisors
- Cooperates with the various staffs and administration
- Provides supervision and administration of team members in regard to contests and events, practices, buses, and locker rooms
- Maintains a professional approach toward fans
- Coach and athletes represent school and community satisfactorily in appearance and behavior at school and at school activities

**KEOTA COMMUNITY SCHOOL DISTRICT**  
**EVALUATION OF COACHING RESPONSIBILITIES**

Name \_\_\_\_\_

Sport \_\_\_\_\_

**A. COACHING PERFORMANCE**

**B. CLERICAL AND PROPERTY RESPONSIBILITIES**

**C. PROFESSIONAL RESPONSIBILITIES AND PUBLIC RELATIONS**

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_ response attached      \_\_\_\_ no response

*Signature indicates that you received a copy of  
this evaluation, not necessarily an agreement of  
contents.*

**ARTICLE IX**  
**HEALTH PROVISIONS**

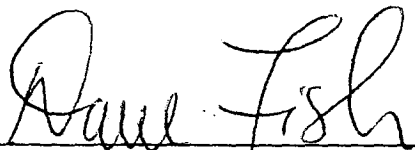
The employer shall reimburse to the maximum of twenty-five dollars (\$25.00) in the cost to employee to require evidence of physical fitness. Such evidence shall be limited to a statement from a licensed physician of the employee's choice attesting to the employee's physical fitness. In such cases where the Board has required that the physical be conducted by a doctor of its choosing, it shall pay the cost of tuberculosis examination and any further physical examination required as the result of such examination.

## ARTICLE X


### EFFECTIVE DATE

This Master Contract shall become effective on the 1<sup>st</sup> day of July, 2005 and thereafter shall remain in full force and effect as to all language until June 30, 2007.

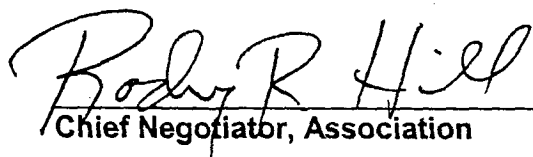
Dated the day and year first above written.



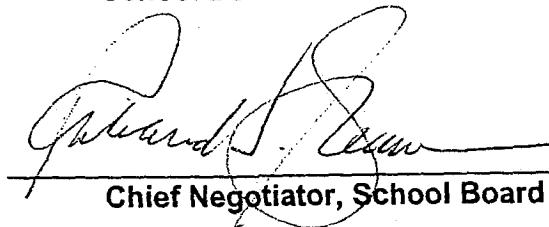
Association President



School Board President



Chief Negotiator, Association



Chief Negotiator, School Board

KEOTA COMMUNITY SCHOOL DISTRICT  
2005-2006 SALARY SCHEDULE

YEAR	BA	BA+12	BA+24	MA	MA+12
1	21,240	22,090	22,939	23,789	24,638
2	22,090	22,939	23,789	24,638	25,488
3	23,364	24,214	25,063	25,913	26,762
4	24,214	25,063	25,913	26,762	27,612
5	25,063	25,913	26,762	27,612	28,462
6	25,913	26,762	27,612	28,462	29,311
7	26,762	27,612	28,462	29,311	30,161
8	27,612	28,462	29,311	30,161	31,010
9	28,462	29,311	30,161	31,010	31,860
10	29,311	30,161	31,010	31,860	32,710
11	30,161	31,010	31,860	32,710	33,559
12	31,010	31,860	32,710	33,559	34,409
13	31,860	32,710	33,559	34,409	35,258
14	31,860	33,559	34,409	35,258	36,108
15	31,860	33,559	35,258	36,108	36,958
16	32,710	34,409	36,108	36,958	37,807
17	32,710	34,409	36,108	37,807	38,657
18	32,710	34,409	36,108	37,807	38,657
19	32,710	34,409	36,108	37,807	38,657
20	33,559	35,258	36,958	38,657	39,506
21	33,559	35,258	36,958	38,657	39,506
22	33,559	35,258	36,958	38,657	39,506
23	33,559	35,258	36,958	38,657	39,506
24	33,559	35,258	36,958	38,657	39,506
25	34,409	36,108	37,807	39,506	40,356



## SUPPLEMENTAL PAY

<u>Activity</u>	<u>Percent of Vertical B.A Location</u>
Major Sport (Football, Basketball) _____	11.5%
Major Sport (Volleyball) _____	10.5%
Assistant (Football, Basketball) _____	8.5%
Assistant (Volleyball) _____	8.0%
Minor Sport _____	8.0%
Assistant to Minor Sport _____	6.0%
Summer Baseball, Summer Softball _____	10.5%
Assistant Baseball, Assistant Softball _____	6.5%
Junior High (Single coach per grade) _____	6.0%
High School Music (Vocal & Instrumental) _____	6.0%
Yearbook _____	4.5%
Science Fair _____	4.5%
Prom Sponsor (Two Persons) _____	2.5%
Dramatics _____	6.0%
Speech Work _____	7.0%
Eagles Wing Editor _____	4.5%
Model U.N. _____	4.5%
FCCLA (FHA) _____	2.5%
Assistant Speech _____	3.0%
Cheerleader Sponsor _____	3.0%
EAGLEROCK! _____	5.0%
Jazz Band _____	3.0%
Color-guard _____	2.0%
Junior High 7 <sup>th</sup> & 8 <sup>th</sup> Girls Volleyball (Only 1 Coach) _____	7.5%
Junior High 7 <sup>th</sup> & 8 <sup>th</sup> Girls Basketball (Only 1 Coach) _____	7.5%
Junior High 7 <sup>th</sup> & 8 <sup>th</sup> Boys Basketball (Only 1 Coach) _____	7.5%
Junior High Boys & Girls Track (Only 1 Coach) _____	10.0%
Phase III – Fifteen Dollars (\$15) Per Non-contract Hour _____	